

A quick look at the editor (step 2 of 9)

You will use the Confluence editor to **create** and **edit** Confluence pages.
You can type into the editor as you would in any document, apply formatting, and embed other content and files into the page.

The editor looks like this (click on images to expand):

The screenshot shows the Confluence editor interface. At the top is a navigation bar with 'X Confluence' logo, 'Spaces', 'People', 'Calendars', and a 'Create' button. A search bar is on the right. Below the navigation bar is a breadcrumb trail: 'Development / Pages / Product Management Meeting Notes Team'. The main content area has a title field containing 'Weekly Team Lead Meeting Notes 2013-02-01'. Below the title is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, color, background color), lists, indentation, alignment, links, tables, and insertion. The editor area is divided into two columns. The left column contains sections: 'Goals' with a bulleted list, 'Agenda' with a table, 'Action Items' with a list of tasks, and 'Notes' with a text area. The right column contains 'Date' with a text field and 'Attendees' with a list of names. At the bottom of the editor is a footer bar with tabs for 'Unrestricted', 'Attachments', 'Labels', and 'Location'. It also includes a 'Hint: press HK to open the link browser.', a 'Preview' button, and 'Save' and 'Cancel' buttons. A status message at the bottom right says 'Draft autosaved at 2:43 PM'.

Development / Pages / Product Management Meeting Notes Team

Weekly Team Lead Meeting Notes 2013-02-01

Paragraph B I U A %A Link Table + Insert

Goals

- Let's review what we accomplished last week.
- Create a new plan and how we implement the plan.
- And create the action items for implementing the plan next week.

Agenda

Time	Item	Who	Status
5min	Review action items from last week	Ryan Anderson	Green
10min	Discuss project plan changes	Matt Hodges	Green
10min	Discuss project plan implementation	Bill Arconati	Red
5min	Review action items for next week	Ryan Anderson	Red

Action Items

- ☐ [Bill Arconati](#) - Triage all UI bugs based on severity.
- ☐ [Sarah Maddox](#) - Prepare technical documentation for launch
- ☐ [John Masson](#) - Prepare user stories for next week's meeting
- ☐ [Matt Hodges](#) - Finalize release focus areas - lustworthiness and on-boarding

Notes

Add meeting notes here

Date

01 February 2013

Attendees

- [Matt Hodges](#)
- [Bill Arconati](#)
- [Sarah Maddox](#)
- [John Masson](#)

Unrestricted Attachments Labels Location

Hint: press HK to open the link browser.

Preview Save Cancel

Draft autosaved at 2:43 PM

Here is a description of the components:

1. Page title

Use the page title to give your page a unique name that describes it.

Planning Meeting Notes

2. Editor toolbar

The editor toolbar provides tools to format and color page content, create lists and tables, indent and align text, and insert other content into the page such as symbols, links, images, multimedia files, and macros.

The screenshot shows the Confluence editor toolbar. It includes a dropdown menu for 'Paragraph', buttons for 'B' (bold), 'I' (italic), 'U' (underline), 'A' (text color), and '%A' (background color), buttons for list creation (bulleted, numbered, and linked), buttons for text alignment (left, center, right, justified), a 'Link' button, a 'Table' button, an '+ Insert' button, a 'Table of Contents' button, a 'Undo' button, a 'Redo' button, a search button, and a help button.

Paragraph B I U A %A Link Table + Insert

3. Page content

This is where you will type the content for your page. You can also drag attachments from your desktop here. In the screenshot below you can see content for a Planning Meeting Notes page.

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4. Save button

Clicking the Save button "publishes" the page so that others can see your changes.

 Unrestricted

 Attachments

 Labels

 Location

Preview

Save

Cancel

Hint: press ⌘K to open the link browser.

Draft autosaved at 2:43 PM

PREV

HOME

NEXT